

Okinawa Leadership Seminar

Okinawa, Japan

BYLAWS

Article I – MEMBERS AND DUTIES

- Section 1.1 Membership is unlimited and available to all spouses who have received a Seminar Certificate of Completion from OLS or serves on the Executive Board (herein after referred to as the “Board”) Membership will be classified OLS Alumni, defined as someone who received a Certificate of Completion from OLS; The OLS Board.
- Section 1.2 The duties of Board members shall be to attend meetings as required; to conduct themselves in a proper and fitting manner; to uphold the dignity of the Organization; to be mindful of the Organization's interests and to observe all regulations governing the operation of the Organization.
- Section 1.3 Except as provided below, the position of any Board member shall terminate upon a majority vote of the Board and repeated minor infractions or serious infractions of organization rules.
- Section 1.4 For minor infractions of OLS Volunteer Agreements, a Board member may be placed in a suspended status by majority action of the Board and is thereby temporarily denied all privileges of participation in the Organization. However, his/her responsibilities as a Board member of the Organization shall continue. A period of suspension shall be limited to 30 days or at the discretion of the Board. The Board shall take further action as necessary and the suspended status shall not exceed two years.
- Section 1.5 For serious infractions of the Organization rules, the Board may temporarily suspend a Board member pending a vote for expulsion. Expulsion shall happen when two-thirds of the Board in good standing vote to expel a member.

Article II – ADVISORS

The Advisors of OLS are non-voting members. There can be more than one Advisor and they are invited by the President of OLS. Invitations for Advisors will be Marine Corps Spouses of General Officers and Senior Leader spouses of the Marine Corps, Army, Air Force, and Navy. Advisors will advocate, recruit, and network at the highest levels of authority. Advisors will be invited to meetings and should make every effort to attend.

Article III—OFFICERS

- Section 3.1 The officers of the Board shall be President, Vice President, Parliamentary, Administrative Director, Public Relations Director, Financial Development Officer, and Treasurer.
- Section 3.2 Nominations for Board positions will be accepted for a minimum of 10 days for a time period set forth by the Parliamentary and the current Board.
- Section 3.3 Officers will be elected by ballot for a term of one year from 1 June to 31 May of the following year. The Current Board will determine the method of ballot (i.e. in-person or electronic) prior to the nomination period.
- Section 3.4 Each elected officer shall hold only one office at a time but may temporarily assist in fulfilling the duties of another position in the event of a vacancy. Individuals may serve up to two consecutive terms in the same office. However, in the event of a full or significant turnover of the Board and a lack of nominated candidates, any current Board member who remains on the island and is willing to continue serving may, with a majority vote of the Board, be re-elected to the same position for an additional consecutive term. This exception is intended to maintain continuity and organizational stability and shall not be used routinely. It is recommended that a new candidate be identified within six months to ensure leadership succession planning remains a priority.
- Section 3.5 If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, there will be an open election for Vice President. If there is a vacancy in any other office, the Board will fill the position with a simple majority vote from the Board.
- Section 3.6 Officers can be removed from office with cause by a simple majority vote of the Board.

Article IV -- DUTIES OF OFFICERS

- Section 4.1 It shall be the duty of all officers to conduct the activities of OLS in an efficient and businesslike manner and to safeguard the interest of the organization at all times. All officers must make every attempt possible to attend monthly board meetings unless excused by the President, day and time to be determined each year by the newly elected Board. All Board members must keep records for at least two (2) years, except the Treasurer, who will keep seven (7) years; these records shall be kept at a place or places designated by the Board.
- Section 4.2 The President is a non-voting member of the Board, except in the case of a tie. The President will lead OLS in strategic planning in consultation with the Board. The President will set short and long term goals to ensure the OLS is mission-

centered and outcome-oriented. The President will be a bonded position that is authorized to handle money for the Organization. The President shall perform duties as properly pertaining to the office of President to include the following:

- A. Responsible for ensuring the overall success of OLS
- B. Work collaboratively with the Board to set organizational goals
- C. Create a strategic plan with specific, measurable outcomes
- D. Monitor task/project completion of Board members and reporting volunteers
- E. Serve as custodian of OLS bank account
- F. Be a bonded insurance member. Able to keep and/or receive the petty cash after events
- G. Team with Financial Development Officer when needed to meet with organizations to secure funding for OLS
- H. Attend meetings to promote OLS to base camps, commands, community, and other organizations
- I. Schedule and chairs board and organizational meetings
- J. Creates agendas for board and organizational meetings and provides to Administrative Director for dissemination to the board at least one week prior to scheduled board meeting.
- K. Work with Vice President/Director of Curriculum and Seminar Program Manager to ensure smooth planning and logistics of seminars
- L. Approve speaker list and topics for the seminar
- M. Work with Vice President to ensure scheduling & coordination of professional development events
- N. Approve speakers and topics for professional development events, book OLS selections
- O. Appoint Advisor(s)
- P. Work with the Treasurer, Administrative Director, and Parliamentarian to ensure accurate reporting and compliance with MCCS regulations
- Q. Work with the Public Relations Director to ensure a positive, professional image of OLS within the community, to include marketing/PR opportunities. Approve advertising campaigns and media appearances.
- R. In collaboration with the Board, liaises with DRC's, URC's, Commands, etc. as appropriate to promote OLS

Section 4.3

The Vice President is a voting member of the Board. The Vice President shall act as President in the absence of that official. In the absence of both the President and Vice President at any regular meeting or special meeting, the chairperson shall be in the sequence in which the officers are named in the Constitution. Specific duties pertaining to the office of the Vice President are:

- A. Assumes the duties of the Seminar Coordinator unless an alternative is appointed, in which case the Seminar Coordinator will need to adhere to Section 6.12.
- B. Create seminar topics list in consultation with the Board

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- C. Serve as liaison for speakers
- D. Manage speaker correspondence to include speaker invitations, confirmations, solicitation and receipt of speaker materials, thank you cards to speakers, etc.
- E. Work with Administrative Director to provide speaker presentations to print for the toolkits by agreed-upon deadline
- F. Create and update daily schedule for the three-day seminar
- G. Coordinate recruitment of personnel for seminar roles, including the Seminar Coordinator, Facilitator Lead, and related positions
- H. Oversee Director of Continuing Education and Learning, Seminar Coordinator, and Facilitator Lead. In the absence of these positions, work with the Board to distribute tasks. Responsible for overall seminar program and facilitator coordination
- I. Ensure the coordination of professional development events in consultation with the Director of Continuing Education and Learning, including Book Club and Lunch & Learns
- J. Stand in when the President is unavailable

Section 4.4

The Parliamentarian is a non-voting member of the Executive Board. The specific duties of the parliamentarian are:

- A. Serve as advisor to the Board.
- B. Stay up to date on nonprofit laws, parliamentary procedure, and board policies
- C. Maintain order of meetings, timeliness and orderliness, as well as ensure meetings follow Robert's Rules of Order
- D. Establish and manage Bylaws & Constitution Committee
- E. Count ballots for confidential voting derived from nominations
- F. Establish the Hold Harmless agreements, Bylaws and Constitution, , and any other OLS legal documents; and ensure Administrative Director maintains records in a safe location
- G. Be responsible for reviewing and editing the By-Laws and Constitution annually, and incorporating amendments that were voted on and approved when applicable
- H. Work with President to ensure submission of approved Bylaws and Constitution amendments to MCCS for processing, and makes necessary changes as requested

Section 4.5

The Administrative Director is a voting member of the Executive Board. The Administrative Director conducts correspondence at the direction of OLS and the Board, takes the minutes of the meeting, makes an accurate record of the proceedings and performs all other duties that pertain to this office. The duties of the administrative director are:

- A. Take minutes at Board meetings
- B. Distribute typed and accurate meeting minutes to entire Board within one week of meeting

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- C. Distributes the agenda for Board and organizational meetings to the Board for input at least 1 week prior to the scheduled Board Meeting.
- D. Maintain a record of agendas, meeting minutes, supporting documentation, Constitution, Bylaws and any other legal documents as an official record. No authority to expunge any official records listed above.
- E. Responsible for sending internal communications in collaboration with the Board & approval of President
- F. Manage registration for the seminar and ensure all required documentation is complete
- G. Create seminar participate database and provide access for the Board
- H. Assign participants to small groups in collaboration with Vice President and Facilitator Lead
- I. Maintain a waitlist and manage seminar openings per organization policy
- J. Create, update, and maintain accessible file of Graduate and Team Member rosters and shares files with the Board
- K. Keep inventory of administrative/toolkit supplies and work with Treasurer and Financial Development Officer to ensure supplies are replenished in a timely matter
- L. Oversee completion of the seminar toolkit and ensuring proofreading, design, printing, assembling, and organizing of all needed toolkits
- M. Create name tags for all participants and Crew for the seminar
- N. Arrange for certificates for seminar graduation and volunteer recognition
- O. Manage participant evaluations for each day of the seminar, including providing typed responses & summary to the Board within one week of the seminar
- P. Manage check-ins at the seminar only, including registration/welcome table, packets, check-in roster, hold harmless agreements, name tags, etc. and any necessary volunteer staffing for the registration table.
- Q. Identify any participant requiring accommodation for a special need of a physical nature during the seminar and coordinate with the Seminar Coordinator and Board to arrange for those accommodations.
- R. Manage all other administrative tasks for the organization
- S. The Administrative Director may appoint and oversee volunteer sub-roles to support administrative functions of the organization. These are non-voting volunteer positions appointed by the Administrative Director with consensus from the Board.

Section 4.6

The Public Relations Director is a voting member of the Board. The Public Relations Director will help to build and maintain a positive public image of OLS. The specific duties of the Public Relations Director are as follows:

- A. Respond to requests for information release or press conference from the media or designating a spokesperson or source of information
- B. Design, produce, and maintain all OLS print and digital collateral (including brochures, business cards, and flyers). Oversee the aesthetic representation of

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- OLS at external events, including the curation of visual table landscapes and promotional displays to ensure a professional and consistent brand image.
- C. Promote OLS on AFN, social media, and other marketing venues as appropriate for OLS
 - D. Update and maintain OLS website including hosting and domain subscription payments
 - E. Update and maintain all OLS associated social media platforms (Facebook LinkedIn and Instagram) including OLS specific Facebook Groups to include relevant professional development engagement posts, upcoming event marketing, and post-event highlight posts
 - F. Create and manage official OLS websites. The use of social media event features (e.g., Facebook Events) is at the discretion of the PR Director as a secondary promotional tool to maximize community reach as platform features evolve.
 - G. Respond to inquiries from the website and social media accounts, provide a warm hand-off when needed
 - H. Coordinate photography at OLS events, including the seminar, and create photo slide show of events or social media post as necessary
 - I. Ensure President and Vice President have login information/admin access for all social media accounts and website
 - J. Work with the Board on effective communication and positive media engagement if needed
 - K. Coordinate with PR volunteers and print/virtual media for content and written articles
 - L. Manage the Organization's online presence by developing a strategy, producing good content, analyzing usage data, facilitating customer service and managing projects and campaigns
 - M. Ensure all organizational messaging and media are in accordance with MCIPAC-MCBBO regulations
 - N. The Public Relations Director may appoint and oversee volunteer sub-roles to support the PR function, including but not limited to a Social Media Manager, Historian, Photographer, Writers/Bloggers, and Webmaster. These are non-voting volunteer positions appointed by the PR Director with consensus of the Board

Section 4.7

The Financial Development Officer is a voting member of the Executive Board. The Financial Development Officer will be a bonded position that is authorized to handle money for the Organization. The specific duties of the Financial Development Officer are as follows:

- A. Team with President to meet with organizations to secure funding for OLS
- B. Research and propose grants to pursue to the Board
- C. Write and submit grant requests
- D. Steward donor relationships, including sending thank you letters
- E. Ensure all companies/organizations/individuals are contacted and acknowledged for their donations and recognized during the seminar

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- F. Responsible for understanding and following the rules per bases and service branches regarding fundraising
- G. Coordinate fundraising events, including filing appropriate paperwork with dates for fundraising events and sourcing volunteers
- H. Ensure proper supervision and handling of funds at fundraising events; may collect money at such events, with reconciliation to be coordinated with the Treasurer
- I. Work with the Board to determine funding needs.
- J. Be a bonded member of OLS. Able to keep/receive the petty cash after OLS events
- K. Be a check signer on the OLS bank account
- L. Maintain records of grant funds received and report information to the Treasurer for IRS reporting.
- M. Ensure compliance with base regulations, including submitting appropriate paperwork to legal offices for fundraising approval
- N. Work with Public Relations Director and Treasurer for any digital fundraising campaigns
- O. Work with established community groups to raise our profile, increase revenue, and gain further support
- P. The Financial Development Officer may appoint and oversee volunteer sub-roles to support fundraising and grant activities, including but not limited to a Fundraising Event Coordinator and a Grant Writer. These are non-voting volunteer positions appointed by the Financial Development Officer with consensus of the Board.

Section 4.8

The Treasurer is a voting member of the Board. The Treasurer will be a bonded position that is authorized to handle money for the Organization. The Treasurer will keep an account of all moneys received by and disbursed on behalf of the Organization in accordance with generally accepted business practices which shall include at a minimum the following provisions:

- A. Compile an accurate annual budget for all operating aspects of OLS, including seminar costs and funding sources
- B. Record transactions and reconcile bank statements
- C. Maintain up-to-date cash flow statement and account balance
- D. Provide budget and current cash flow statement at each Board meeting
- E. Submit timely and accurate quarterly reports to MCCA (President signs/approves final reports)
- F. Be an authorized signer for checks
- G. Reimburse the Board and team leads with receipts for approved expenses (President authorizes via expense form signature)
- H. Be a bonded member of OLS. Able to keep/receive the petty cash after OLS events
- I. Maintain accurate records of all financial transactions for seven years. No authority to expunge records

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- J. File necessary tax documents in a timely matter and provide document copies to President and Administrative Director
- K. Prepare and maintain accurate and current financial statements at all times
- L. Maintain transparency of all financial transactions
- M. Be an active participant in audits
- N. Work with CPA/contracted financial consultant when necessary
- O. Keep a calendar of filing/reporting requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
- P. Keep the board apprised of key financial events, trends, and concerns, and assessments of the organization's fiscal health
- Q. Audit/Review: If gross annual revenues exceed \$50,000, an annual financial review by a certified auditor/accountant is conducted; otherwise, provide an annual financial statement to MCCS within 45 days of period end.
- R. Property Control: Inventory of durable property maintained; annual physical inventory conducted and recorded. A property officer may be appointed when appropriate. This record shall describe the items of property/equipment, the date purchased and the original cost. A physical inventory shall be conducted of all Organization property at least annually as of the close of the accounting year. This inventory shall be made a part of the official records of the Organization. Inventory overages and/or shortages and the survey/disposition of property/equipment will have the written confirmation of the Board . Where a sizable quantity of property is owned, a property officer shall be appointed to sign for and be held responsible for the property.
- S. At the first meeting of the new Board, an annual budget shall be reviewed and adopted by the Board. Prior to each seminar, the budget shall be reviewed and amended as needed by a majority vote of the Board. Any purchases made outside the budget will require a majority Board vote. All purchases and reimbursements made within the budget must be signed off by the President and Treasurer and presented to the Board at the following regular meeting. All purchases and reimbursements require the President and Treasurer approval for authorization. All reimbursements will be issued via paper check or merchant account (i.e. PayPal).

Article V – MEETINGS

Section 5.1 At the first meeting of the newly elected Board, by majority vote of Board members present, a calendar outlining all Board meetings for the year shall be established.

Section 5.2 The Board shall meet at least quarterly or at the call of the President. The President may call a special meeting, or any member may submit a written request to the President for a special meeting, which must detail the reason to call a special meeting. The request will then be put to a virtual vote by the members. The special meeting will be held if approved by 51 percent of the membership participating in the vote. Previous notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice can be given by e-

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mail, social media, telephone or text. No other business can be done at a special meeting except for that for which the meeting was called.

Section 5.3 The Quorum for a special meeting is 51 percent of the membership participating in the vote A quorum for a Board meeting is three voting members.

Section 5.4 A regularly scheduled Board meeting can be canceled, but a new date must be given at the same time as the cancellation. The President will make the decision to cancel the meeting, and members will be notified through email, social media, telephone, or text.

Section 5.5 Meetings held virtually are an acceptable substitute for in-person meetings.

Article VI – TEAMS

Section 6.1 Team Leaders and Team Members are members of the organization and will be selected by an Officer of the Board for their respective team. They will serve as either a Team Leader, Facilitator, or Seminar Coordinator. All Team Leaders must keep records for at least two (2) years. These records shall be kept at a place or places designated by the Board. Team Leader and Team Member roles are optional based on current Board and organizational needs.

Section 6.2 Team Leaders will be part of team lead group communications to be determined by the Board to ensure that all Team Leaders have official communication with the Board and each other.

Section 6.3 The Board will work with Team Members to discuss any estimated or actual expenses for the duration of the board year.

Section 6.4 Team Leads may host meetings with their team members and shall notify their Direct Report on the Board of meeting times and locations in advance. Team Leads shall provide a copy of minutes and attendance records from any such meeting to their Direct Report on the Board. Each Team Leader must make a concerted effort to attend all Team Leader and crew meetings. In the event that the Team Leader is unable to attend a meeting; notification of intended absence must be given, and an update should be provided to their Direct Report on the Board. Team Leads will establish their own operational tempo for team meetings based on needs of the current Board and Organization. Each Team Leader shall establish a team roster and communicate at least once a month with their team and encourage meeting attendance as required.

Section 6.5 All OLS Team Members will represent OLS in a positive and professional light, and follow all rules set by the OLS Constitution and Bylaws. If a Team Member is considered disruptive or not supportive of the goals of OLS, the following course of action will take place.

- A. The Team Leader of the Team Member's group will conduct a private meeting with the Team Member to discuss concerns, and the Board will be notified in writing of the incident.

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- B. If the Team Member's behavior continues to be disruptive or negative, the Team Leader will contact the Officer to which they report. The Officer will mediate a discussion between the Team Leader and Team Member.
- C. If the behavior of the team member continues the Team Member may be removed or considered for dismissal at the discretion of the Board. Upon removal or dismissal, the Team Member will be removed from all communication platforms for OLS.

Section 6.6 The Facilitator Team will report to the Facilitation Lead who reports to the Vice President. This team is responsible for leading small groups, attending training sessions to prepare for the seminar, decorating and cleaning the small group space and attending every day the seminar is in session. The Facilitator Lead will be responsible for conducting Facilitator Training in collaboration with the Vice President.

Section 6.7 The Administrative Team will report to the Administrative Director. This team may be responsible for assisting with all administrative duties related to seminar to include, but not limited to, updating attendee rosters, creating name tags, certificates of completion, online registration, facilitator or attendee binders, printing/copying of seminar materials, and creating and updating participant toolkits

Section 6.8 The Marketing/Public Relations Team will report to the Public Relations Director. The Marketing/Public Relations Team is responsible for promoting OLS to the local and military community, seeking interested participants and encouraging alumni to stay involved. The Marketing/Public Relations Team may include the following volunteer sub-roles, each appointed by the Public Relations Director with consensus of the Board: Social Media Manager, Historian, Photographer, Writers/Bloggers, and Webmaster. These are non-voting positions. In the event of a vacancy in any sub-role, the Public Relations Director retains responsibility for completion of those duties.

Section 6.9 The Continuing Education Team is led by the Director of Continuing Education & Learning, a non-voting position appointed by the Vice President with consensus of the Board. The Director of Continuing Education & Learning may recruit volunteers to assist with planning, presentation, and logistics, and is responsible for coordinating educational activities separate from the seminar (i.e. Lunch and Learns), book club, and professional development events; determining appropriate leadership-focused topics and sourcing speakers in consultation with the Vice President; reserving appropriate venues; working with the Public Relations Director to market events; maintaining RSVP lists; soliciting member feedback on future topics; and submitting event schedules, topics, and speaker lists to the Vice President and President for final approval prior to advertising. The Vice President oversees the Director of Continuing Education & Learning but does not serve as a direct member of the team.

Section 6.10 The Book Club (i.e. Brains & Books) is led by the Book Club Coordinator, a non-voting position appointed by the Director of Continuing Education & Learning

with consensus of the Vice President. The Book Club Coordinator reports to the Director of Continuing Education & Learning (or Vice President in the absence of that role) and is responsible for choosing leadership-oriented books for reading and discussion (one per month); submitting book choices to the Vice President and President for approval; moderating book club discussions or coordinating volunteer moderators for each session; providing the list of approved books and dates to the Public Relations Director for publication on the website and social media; and checking base libraries to determine availability of printed, ebook, or audio formats. The Book Club shall make a reasonable effort to hold joint sessions with sister organizations. The Vice President oversees the Book Club Coordinator but does not serve as a direct member of the team.

Section 6.11 The Fundraising Team will include the Financial Development Officer. This team is responsible for the coordination and execution of fundraising events for OLS. The Fundraising Team may include the following volunteer sub-roles, each appointed by the Financial Development Officer with consensus of the Board: Fundraising Event Coordinator and Grant Writer. These are non-voting positions. In the event of a vacancy in any sub-role, the Financial Development Officer retains responsibility for completion of those duties. Members of the Fundraising Team should make every effort possible to attend fundraising events as scheduled.

Section 6.12 The Seminar Coordinator is a non-voting, reporting member appointed by the Vice President with consensus of the Board. The Seminar Coordinator serves one seminar with the option to continue for the following seminar with Board consensus and may recruit volunteers to assist with seminar planning and logistics. The Seminar Coordinator does not hold a seat on the Board but must attend Board meetings to provide updates. The Seminar Coordinator manages the seminar ensuring it meets the organization's goals, it runs smoothly and remains within budget. The Seminar Coordinator will create and manage a master planning timeline for working with the Board and all team members to secure materials and meet deadlines. The Seminar Coordinator will assist in running the mandatory training, setting up and breaking down the event, and coordinating all aspects throughout the event dates. The Seminar Coordinator will have two teams to supervise. These teams are optional depending on current Board and organizational needs.

- A. The Hospitality Team will be responsible for the preparation and service of food if and when food will be provided. The hospitality team will have a lead that determines the menu and the supplies needed. During the seminar, this team will be responsible for setting up breakfast and lunch, preparing and handling food, cooking and/or baking food, cleaning dishes and cleaning up the kitchen and food service areas.
- B. The Logistics Team will be responsible for managing all things related to hosting a successful seminar. Responsibilities include but are not limited to set up and breaking down of the large room, AV equipment, decorations, stocking bathrooms, and assisting the hospitality team. This team will also inventory all items at the end of each seminar.

Article VII– PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order Newly Revised Edition shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of this organization.

Article VIII – AMENDMENTS AND CHANGES

- Section 8.1 There will be a review of the Bylaws and Constitution once yearly, prior to the spring seminar. The Review Committee (herein after referred to as “Committee”) will conduct a review at a time to be determined by the Committee. The Committee will consist of the President, Parliamentarian and Advisor(s). The President may appoint another member of the Board if unable to participate in the Committee. Any revisions will be discussed and voted upon at the next Board meeting, and will be made available to members upon request, when appropriate.
- Section 8.2 Amendments to the Bylaws and Constitution may be suggested by any member as outlined in the Constitution.

Article IX– SEMINAR AND PARTICIPANTS

- Section 9.1 The Organization will give concerted effort to conduct two seminars every calendar year, one in the fall and one in the spring.
- Section 9.2 The number of seminar participants will be determined by the Board.
- Section 9.3 Unless otherwise permitted by a Board majority vote, Seminar Participants must be spouses of the following: active-duty service members, retirees, federal employees (GS/NAF), and contractors serving within active-duty military units. and reside in Japan.
- a. No more than 20% of participants may be non-active-duty spouses.
 - b. Priority will be given to participants who have not received a Certificate of Completion from OLS.
 - c. Special participants will be considered on a case-by-case basis at the discretion of the Board.
- Section 9.4 Applications for the seminar will be open to all eligible participants at a specified time and date determined by the Board. Once registration has been filled to the number determined by the Board, a wait list will be created. The wait list will be established in order that their online registration is received.
- Section 9.5 All participants must be able to attend and complete all three days of the seminar to earn a certificate of completion. If a participant starts the seminar and is not able to complete it, it will be up to the Board to determine if the participant can receive the Certificate of Completion. This will be done on a case-by-case basis.

- Section 9.6 All participants must sign a Hold Harmless Waiver, Media/Photography Release, and other agreements as needed before attending the seminar. This can be done electronically as part of the registration process for seminar. A record of these signatures will be held for two years.
- Section 9.7 If a seminar is canceled but the Organization remains sustainable, applicants who have already been accepted to participate will be offered seats in the succeeding seminar. New seats that become available will be filled at the discretion of the Board by either using the wait list or re-opening registration.
- Section 9.8 If a participant's actions become disruptive anytime during the seminar, either the President or Vice President will be notified of the situation. The situation will then be assessed to determine the most appropriate course of action. If a decision is made to dismiss a participant prior to completing the three-day seminar, the President or Vice President will file a written statement for dismissal which will be kept internally. Further action may be taken by the Board should dismissal be considered.

Article X—MISCELLANEOUS

- Section 10.1 Before being finally accepted to membership in this Organization, each member shall read all required agreements of this Organization and shall have agreed in writing to observe and abide by them.
- Section 10.2 Background checks are required for employees and volunteers who have contact with children under 18 in DoD-operated, contracted, or community-based programs used to supplement or expand childcare or youth services, per DoDI 1000.15 and DoD Instruction 1402.5.

Sara Rizzo

Name of President

[Signature]

Signature

7/8/26

Date

By Laws Approved on 4/29/26

ENCLOSURE (3)